

**CHICOPEE HOUSING AUTHORITY**  
Agenda for the  
**REGULAR MEETING OF THE AUTHORITY**  
To be held at  
7 Valley View Court

**January 13, 2010**

**Roll Call, Members of the Authority:**

Call to order at:                      By:

Present:

Chester Szetela  
Brian Hickey  
Charles Swider  
Bruce Socha  
Tameika Raye'la Martinez

Also in attendance were the following: Secretary Monica Pacello Blazic, Assistant Executive Director, Patricia Murry, Finance Director Denis Vermette, Maintenance Operations Manager David Dymek, Modernization Coordinator, Robert Kachinski, and Carmen Estrada, Recording Secretary.

**2. Reading of the Minutes of the Meeting**

**3. Treasurer Report**

**4. Reading of the Correspondence.**

**5. Payment of the Bills**

A tabulation of those bills to be paid is contained in the Member's folders.

**6. Committee Reports**

**7. Tenant Organization Input**

## **8. OLD BUSINESS**

## **9. NEW BUSINESS:**

**A.** The Housing Authority is in receipt of an Application for Payment #2 from Valley Home Comfort Inc. for the installation of the canopy roof at the rear entrance of Birch Bark Apartments in the amount of \$750.00 for retainage. This payment is in accordance with the terms of the contract.

### **Motion to Pay**

**B.** The firm of Valley Home Comfort Inc. has submitted a Certificate of Final Completion for the installation of the canopy roof at the rear entrance to the Birch Bark Apartments.

### **Resolution required for approval**

**C.** The Housing Authority is in receipt of an Application for Payment #2 from Valley Opportunity Council for the After School Program in the amount of \$6,145.59. This payment is in accordance with the terms of the contract.

### **Motion to Pay**

**D.** The staff has prepared two (2) contracts for BCM Controls to install security cameras at the following developments:

- 1.) Cabot Manor Apartments (AMP 8- 1) Contract in the amount of \$65,646.00.
- 2.) Canterbury Arms Apartments (AMP 8-3) Contract in the amount of \$24,243.00.

The installation of the cameras at both developments will be completed within 45 days.

### **Resolution required for approval of both contracts**

**E.** The Housing Authority is in receipt of an application for payment #1 from Hill Engineers, Architects, Planners Inc. for design and bid documents for the bathroom remodel at Cabot Manor Apartments (AMP8-1) in the amount of \$7,691.02. This payment is in accordance with the terms of the contract requirements.

### **Motion to Pay**

**F.** The firm of Hill Engineers, Architects, Planners Inc. has submitted a change order (#1) in the amount of \$3,125.00 for the additional research and investigation of the applicable Architectural Access Board (AAB) regulations related to the bathroom renovations at Cabot Manor Apartments (AMP8-1). This additional work was required in order to decide if the Housing Authority could proceed with the renovations at Cabot Manor without further accessibility modifications.

### **Resolution required for approval**

**G.** The staff has prepared a contract for the firm of Kittredge Advisors, LLC d/b/a, PHI Inspections to perform HQS inspections for the Housing Choice Voucher Program (Section 8 Program) for the period from January 1, 2010 to December 31, 2010.

**Resolution required for approval**

**H.** The Housing Authority is in receipt of an application for payment #1 from Adam Quenneville Roofing, Inc. for the installation of hooded gutters at Cabot Manor Apartments (AMP 8-1) in the amount of \$58,237.85. This payment is in accordance with the terms of the contract.

**Motion to pay**

**I.** The Housing Authority is in receipt of an application for payment #2 from LPBA Architects, Inc. for the 95% design submittal in the amount of \$9,370.00 for the elevator upgrade at the Canterbury Arms Apartments (AMP 8-3). This payment is in accordance with the terms of the contract.

**Motion to Pay**

**J.** The Housing Authority is in receipt of an application for payment #1 from Nationwide Construction, Inc. for the replacement of basement windows in the amount of \$3,599.51 at Memorial Apartments (AMP 8-2). This payment is in accordance with the terms of the contract.

**Motion to pay**

**K.** The Housing Choice Voucher Administrative Plan was revised and approved by the Board at the December 2009 meeting. HUD has reviewed the plan and now has requested one revision in the plan regarding comparability. Therefore, the word "may" is revised to "must" on page 46 of the plan under "How Comparability Is Established."

**Resolution required for approval**

**L.** The Housing Authority solicited four (4) quotes for general pest control and four (4) quotes for bed bug extermination for State and Federal apartments. After a review of the quotes, the contractor who meets the terms and was the lowest responsive contractor for general pest control was Minutemen Pest Control. The contractor who meets the terms and was the lowest responsive contractor for bed bug extermination was Rest in Peace. The quote information is included in the Commissioners Board package. Report will be given.

**Resolution required to award the contracts.**

**M.** The Housing Authority is exercising its option to renew the laundry service contract with Ian E. Rowles for the period from January 1, 2010 to December 31, 2010. All other terms of the original contract will remain in effect.

**Resolution required for approval**

**The next regular meeting of Chicopee Housing Authority will be held on February 10, 2010.**